



FAQ Number: 724

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Question: What are the responsibilities of a Preparer?

Answer: The Preparer is authorized to enter information into the Chemical Security Assessment Tool (CSAT) online tool, but is not authorized to formally submit the data to the Department of Homeland Security (DHS) on the entity's behalf.

The Preparer is responsible for:

- Filling out the CSAT information.
- Transferring his/her role to an existing CSAT user or a new user through the User Change Request application when their role changes or the individual leaves the entity.